

## Enrolment Policy and Procedure VET Student Loan Students

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**Date Reviewed: 17/12/2019**

**Reviewed by: Alicia Drain**

**Accountability: Administration Manager / Business Manager/ Training Manager/ CEO**

**Communication: All Staff**

As an approved training provider for VET Student Loans, Atkinson Child Care College (ACC) ensures that all students application and selection are fair, equitable and transparent on the basis on clearly defined entry requirements to be used for student selection.

The purpose of this policy is to provide a framework for the selection and enrolment of eligible students for approved courses and units of study, including seeking Commonwealth assistance through the VET Student Loans program

### Definitions

**Eligible Student:** refers to students, who are, or would be entitled to VET STUDENT LOANS assistance under the criteria applicable as set out in Division 2, VET Student Loan Act 2016

**Approved Courses:** as outlined in Division 3 VET Student Loan Act 2016

**Tuition Fees:** fees paid for a VET Unit of Study.

**Census Date:** a published date no earlier than 20% of the way through each VET Unit of Study.

### Key Points

- Minimum qualification entry requirements will be applied as specified in the relevant Training Package or specified as part of the VET Student Loans approved course.
- In setting other additional requirements for courses, ACC will identify the minimum skills, knowledge, resources, work environment and work experience necessary for student success in their chosen approved course of study. This will include determination of minimum English language, literacy and numeracy skills required for the course level.
- The entry requirements and specific criteria for all VET Student Loans approved courses will be published on the ACC website and will be provided to applicants prior during the Pre-Enrolment process. These admission requirements do not present unreasonable barriers to access.
- Potential students seeking to enrol will be assessed for entry to study through the same published entry requirements and procedure.

- Applicants with previously completed study in other courses or significant work experience may apply for exemptions through the Recognition of Prior Learning process (RPL).
- In cases where the applicant is assessed as not being eligible to enter the approved course of choice, the applicant will be advised that they are not eligible to enrol and may have alternative options offered for their consideration.; including not enrolling with ACC
- ACC will recognise and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.

This policy is designed to support the Standards for RTOS 2015, the VET Student Loans Act, the VET Student Loans Rules 2016, and the Higher Education Support Act 2003

## Pre-Enrolment

### **1. Provision of information to students**

Upon receipt of an enrolment enquiry to undertake an approved course of study accessing the VET Student Loan program, ACC will provide the following information will be provided to the student prior to enrolment.

#### 1.1 General information

All potential students are provided with current and accurate information that enables the learner to make informed decisions about undertaking training with ACC. Together with course information, general study information is provided including:

- Third party information if training and assessment services are to be provided by another RTO.
- Course outline, duration and schedule, mode of delivery, and vocational outcomes
- Eligibility requirements and associated information for specific government funding and loan schemes including VET Student Loans program
- ACC's Code of Conduct
- Access and equity policy
- Participant Privacy policy
- Recognition of Prior Learning and Credit Transfer
- Complaints and Grievance policy
- Participant support services

#### 1.2 VET Student Loans information

All potential students wishing to enrol in an approved course with ACC and is wishing to access a VET Student Loan are provided the following pre enrolment information.

Please refer to *Appendix I – VET Student Loans Pre-enrolment Information for Students* for the details on the following information:

- VET Student Loan is a loan from the Commonwealth and will remain a personal debt until it is repaid to the Commonwealth
- VET Student Loan may, until the debt is repaid, reduce a student’s take-home (after tax) wage or salary and may reduce the student’s borrowing capacity
- A student may seek independent financial advice before applying for the loan
- Tuition fees for the approved course and other fees that are payable for the approved course, including payment options and other charges if applicable
- Eligibility criteria for a student to access the VET Student Loans program
- Enrolment application process for a VET Student Loan
- VET Student Loans Information Booklet 2020 and forms
- Withdrawal and Cancellation Procedure – VET Student Loans
- Re-crediting FEE-HELP Balances – VET Student Loans

1.3 Enrolment policy and procedures and entry/eligibility criteria for enrolment to approved courses of study will be provided to all potential students prior to enrolment.

1.4 The students will be informed of any changes to services, third party arrangements, and change in ownership that will affect the agreed services to be provided by ACC

1.5 Prospective students will be provided all the information in Clause 1.1-1.3 principally through the ACC website. Applicants are encouraged to contact the Administration Manager who will be able to provide further information regarding possible study options:

**Email:** [training@atkinsonchildcarecollege.com.au](mailto:training@atkinsonchildcarecollege.com.au)

**Phone:** (02) 4943 2000

## **2. Pre-admission interview and course eligibility assessment**

2.1 During the Pre-Enrolment process, the Administration team will conduct a screening with the applicant and identify the level of education already attained. Applicants are also questioned in regards to their interests, abilities and career aspirations. Their reason(s) for seeking admission to the approved course of study, their educational and work history will also be considered.

Using this information, the Administration team will then perform an interim assessment (training needs analysis) of the suitability of the potential student for admission into an approved course of study.

## 2.2 Language, Literacy and Numeracy (LLN)

Language, Literacy and Numeracy (LLN) requirements are set for each course level. The ACC LLN tools have been set to ensure the student can successfully participate in the learning process and achieve the requirements of the course.

The LLN tool will also determine any learning difficulty that the applicant may have. This information will then be assessed by the Training Manager and instructions to the respective Trainer/Assessor will be given as to what learning support strategies have to be made available for the applicant.

As an eligibility requirement of the VET Student Loan program, a student who wishes to access the loan will be required to complete the LLN test (Exit Level 3 in Reading and Numeracy) if the student does not:

- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Hold a certificate of completion of an AQF Certificate IV or higher qualification.

Results of the LLN test will be provided to the student as soon as practicable after the assessment. Results of a student's LLN test will be retained for at least 5 years.

2.3 Based on information provided by the applicant and considering course entry requirements, the Training Manager will recommend the approved course(s) of study that best suit the applicant's goals and needs and educational and work history. This will assist the applicant make informed decisions about their enrolment.

2.4 Once the student has chosen an approved course of study and has been assessed to by the Administration Manager and Training Manager as successfully meeting the approved course requirements, eligibility criteria to access the VET Student Loans program will be discussed and verified.

2.5 Applicants are advised to request RPL or credit transfer at the time of enrolment, if applicable.

## 3. Entry Requirements

3.1 Entry requirements are the minimum qualifications, knowledge, skills and experience that an applicant must have if they are to be considered for entry into a ACC approved course of study.

3.2 Entry requirements are comprised of the general entry requirements and the approved course suitability requirements specified in Clauses 3 and 4.

3.3 An eligible applicant is one who has met both the general entry requirements as well as the approved course academic suitability requirements.

3.4 Entry requirements for a course of study are advertised on the ACC website, and in approved course specific information materials.

3.5 Transparent entry requirements, both academic and non-academic, shall be used to underpin judgements that are made during the selection procedure for entry.

#### 4. General Entry Requirements

To support a successful study experience with ACC, applicants are required to meet the following general entry requirements:

##### 4.1 Unique Student Identifier

All applicants are required to obtain a Unique Student Identifier (USI) should their enrolment be successful. The USI links to an online account which contains all records of training results that a person will have completed from 01 January 2015 onwards. ACC will not be able to issue formal documentation i.e., Statement of Attainment, or Certificate, if the student does not have a USI. To apply please see the following website: <https://www.usi.gov.au/>

##### 4.2 Computer literacy

All applicants must have basic computer skills and have access to the Internet and a personal email account.

##### 4.3 Working with Children Check:

For all students over the age of 18 you must also hold the relevant Working with Children Check for your State. Completing Work Placement in any regulated Children's Service means you will be required to complete a Working with Children's check. You will be required to gain this check prior to enrolment

Note: Each State/Territory differs slightly in its legislative requirements.

#### 5. VET Student Loans eligibility requirements

##### Approved course academic suitability – VET Student Loans

Applicants for approved courses must satisfy the following minimum entry criteria:  
The student satisfies the general entry requirements as set out in this procedure

- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or

- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test achieving Exit Level 3 in Reading and Numeracy)

### Citizenship and residency requirements – VET Student Loans

To meet the citizenship and residency requirements, the applicant must be either:

- an Australian citizen, or
- a qualifying New Zealand citizen, or
- a permanent humanitarian visa holder who is usually residing in Australia

To verify proof of visa status, the student may provide permission and passport details to ACC to confirm the student’s visa status.

### Other Requirements – VET Student Loans

- Enrolling in an approved course with an approved provider such as Atkinson Child Care College
- You have not exceeded the Help loan limit
- You meet the [Tax File Number \(TFN\) requirements](#)
- You have a [Unique Student Identifier \(USI\)](#) or are otherwise exempt
- You have read the [VET Student Loans Information booklet](#)
- You are studying the approved course primarily at a campus in Australia.
- You have given the required documents to your approved course provider “Atkinson Child Care College” and submitted the loan application form by the first **census day** no less than two business days after enrolling.

### Application process

VET Student Loans More information about applying for a VET Student Loan is available at

[www.education.gov.au/vet-student-loans](http://www.education.gov.au/vet-student-loans) or [www.studyassist.gov.au](http://www.studyassist.gov.au)

- To apply for a VET Student Loan, the applicant must complete the Request for a VET Student Loan eCAF by the **census day**
  - The applicant must enrol with the ACC and indicate their wish to access a VET Student Loan.
  - ACC will give the Department, the applicant’s enrolment information including the nearest applicable census day, through the eCAF system.
  - The applicant will receive an email from the Department allowing sign into the eCAF system. Once signed in, the applicant will need to verify the pre-populated information and complete the mandatory fields.
  - Once the eCAF is submitted, the system will generate a copy of the completed eCAF form which will be sent through email to the applicant.
  - The applicant will give this form to ACC

- In exceptional circumstances, the applicant may be permitted to complete a paper loan request form which may be provided by ACC.
- If the applicant does not complete the eCAF or permitted form by the required census date, the applicant must wait until the next census date to request a VET Student Loan.
- Retrospective access to VET Student Loans is not allowed under any circumstances.

### Documentation of Evidence to Support an Application

- Where the application for entry into an approved course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide certified copies of this documentation.
- Where the application for entry into a course of study requires the submission of other supporting documentation (e.g. a written piece of work, a portfolio of the applicant's work), ACC must be satisfied with the authenticity of the supporting documentation.
- Where the Administration Manager or Training Manager considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

### Student Selection

- The selection criteria and methods are fair and do not exclude or discriminate against applicants in any way and will be applied consistently across ACC.
- Entry requirements will reflect the level of qualification and must be measurable.
- Applications will be assessed against the published entry requirements for the course and the eligibility requirements for the VET Student Loan.
- Applicants who meet the entry requirements may be offered a place in the course subject to availability of places for the course.

### Reviewing Eligibility and Entry Requirements

Any changes to course eligibility or entry requirements must be approved by the Training Manager.

### Advising Applicants of Result of Application

- Successful applicants will be made an offer of a place in the course via EN-039 Acceptance of Enrolment Contract. Successful applicants will be given a date by which:
  - they must accept the offer, or
  - they must decline the offer, or

Not: if no correspondence is received by ACC by the given date, it will be considered as having declined the offer

- Successful applicants who decline the offer, and who wish to be considered for entry at a subsequent intake, must submit a new application for course entry by the closing date for the subsequent intake.
- Previous applications will not be held over and applications for deferment will not be considered.
- Unsuccessful applicants will be advised by letter or email.

### Acceptance Advice

- Applicants who have been offered an enrolment position must accept the place in the course of study by way of signing the EN-039 Acceptance of Enrolment Contract.
- The acceptance form sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations.
- For students accessing the VET Student Loans program, the Request for Commonwealth Assistance Notice form will be received by ACC at least 2 business days after the student's acceptance of the EN-039 Acceptance of Enrolment Contract

### Appeals for Unsuccessful Applicants

- Applicants who are unsuccessful in gaining a place in a ACC course of study may appeal the decision.
- The appeals process is governed by the ACC Complaints and Grievance procedures.
- If the appeal is successful, the applicant will be offered a place in the course of study.
- If the appeal is dismissed, the applicant will not be offered a place in the course of study, however the applicant can reapply for entry at the next or subsequent intakes.

### Roles and Responsibilities

- Staff involved in student selection and admissions are responsible for the effective administration and implementation of these procedures.
- Staff must ensure the ADMIN-157 VET Student Loans – Student Checklist for Enrolment is completed to ensure compliance
- The Training Manager has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course.
- The CEO has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the Training Manager.



## Fees and charges / Payment Options

- Tuition fees for all VET Student Loan approved courses offered by ACC are available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/>
- ACC will inform the student in writing, of the amounts of the tuition fees that will and will not be covered by the VET Student Loan.
- For the amounts of the tuition fees that will not be covered by the VET Student Loan, the student will pay these fees according to the agreed payment options with ACC
- ACC will inform the student of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.
- The tuition fees will be apportioned into sequential fee periods and that each fee period will contain at least one census day.

## Withdrawal and Re Credit

- A eligible student accessing the VET Student Loans program may withdraw from an approved course or unit of study. Refer to the Withdrawal Process and Procedure which is available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/>
- A student accessing the VET Student Loans program may apply for a re-credit of FEEHELP Balance under special circumstances. Refer to the Re-credit and Review Procedure at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/>

## Policy Review

The CEO have overall responsibility for implementing and monitoring this policy, which will be reviewed every two years. However, if at any time the legislative, policy or funding environment is altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

**APPENDIX 1 – PCI-082 VET Student Loans – Pre-Enrolment Information for Students**

*This information sheet will be provided to all prospective students wishing to enrol in an approved course with ACC and who wishes to access a VET Student Loan. This information should be read in conjunction with the VSL Enrolment Policy and Procedure*

## VET Student Loans – Pre-Enrolment Information for Students

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### Introduction

As per Section 98 of the VET Student Loans Rules 2016, this information sheet will be provided to ALL prospective students wishing to enrol in an approved course with Atkinson Child Care College and who wishes to access a VET Student Loan. This information should be read by the student in conjunction with the Atkinson Child Care College Enrolment Policy and Procedure – VET Student Loans which can be access on our website at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/>

Atkinson Child Care College I an approved provider of the VET Student Loan program commencing on 1<sup>st</sup> January 2017.

### What is VET Student Loans?

VET Student Loans:

- is a loan program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees;
- is a loan from the Commonwealth and will remain a personal debt until it is repaid to the Commonwealth;
- may, until the debt is repaid, reduce a student’s take-home (after-tax) wage or salary and may reduce the student’s borrowing capacity;
- a student may seek independent financial advice before applying for the loan;
- a student may be required during the course to communicate his or her agreement that the Secretary continue to use the VET Student Loan to pay tuition fees for the course.

### Am I Eligible to Apply for VET Student Loans?

A student who wishes to access the VET Student Loans program must have meet the following eligibility requirements prior to acceptance of enrolment:

**A. Citizenship and residency:**

- an Australian citizen, or

- a qualifying New Zealand citizen, or
- a permanent humanitarian visa holder, who is usually resident in Australia.

Students are required to provide evidence for the above eligibility requirements which may include:

- Copy of Australian Passport
- Copy of Australian birth certificate / citizenship certificate
- Copy of Permanent Humanitarian Visa
- Copy of New Zealand SCV

### B. Academic Suitability

- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test (achieving Exit Level 3 of the Australian Core Skills Framework in both Reading and Numeracy)

### C. Other Requirements

- Enrolling in an approved course with an approved provider such as Atkinson Child Care College
- You have not exceeded the Help loan limit
- You meet the [Tax File Number \(TFN\) requirements](#)
- You have a [Unique Student Identifier \(USI\)](#) or are otherwise exempt
- You have read the [VET Student Loans Information booklet](#)
- You are studying the approved course primarily at a campus in Australia.
- You have given the required documents to your approved course provider “Atkinson Child Care College” and submitted the loan application form by the first **census day** no less than two business days after enrolling.

## How much can I borrow?

The amount of the loan must not be great than any of the following:

- The maximum loan amount for the course specified in, or worked out in accordance with, the courses loans cap determination available at <https://www.legislation.gov.au/Details/F2019C00153>
- You can borrow up to the **HELP loan limit** to pay your **tuition fees**. The HELP loan limit is the total amount available to you under VET Student Loans, **VET FEE-HELP, FEE-HELP** and HECS-HELP. Any amount you borrow under VET Student Loans, **VET FEE-HELP, FEE-HELP or HECS-HELP** will be added together until you reach the **HELP loan limit**. For 2020, the **HELP loan limit** is \$106,319 for most students

The student is responsible for keeping track of their HELP loan balance and for advising the approved provider Atkinson Child Care College if there is not enough balance to cover the tuition fees.

More information on loan balances, HELP loan Limit and repayments of the loan can be found at the [myHELPbalance portal](#)

### Is there a loan fee?

- Yes, a 20% loan fee applies to VET Student Loans for full fee paying/fee for service students. The loan fee does not count towards your HELP loan limit
- The amount of VETSL debt the student would accrue if the student received the maximum amount of VET student loan could be up to 120%
- The loan fee does not have to be paid upfront. It is reported by Atkinson Childcare College, the approved provider and is added to your VETSL debt at the Australian Taxation Office (ATO)
- You do not incur the loan fee if you are a student who is subsidised by a state or territory government.

### How much is the Tuition Fee for the Course? Are there any other changes I need to know about?

- Tuition fees for all approved courses offered by Atkinson Child Care College are available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1560982832064-e02a83f2-f6f0>
- Atkinson Child Care College will inform the student in writing, of the amounts of the tuition fees that will and will not be covered by the VET Student Loan.
- For the amounts of the tuition fees that will not be covered by the VET Student Loan, the student will pay these fees according to the agreed payment options with Atkinson Child Care College.
- Atkinson Child Care College will inform the student of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.
- The tuition fees will be apportioned into sequential fee periods and that each fee period will contain at least one census day

### What is a census day?

As defined section 58 of the VET Student Loans Act,

*“A date by which enrolment may be cancelled without incurring tuition fees for the course or a part of the course is a census day.”*

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Census days for all Atkinson Child Care approved courses are contained in the VET Student Loan Schedules published at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1560982832064-e02a83f2-f6f0>

## How do I apply for a VET Student Loan?

More information about applying for a VET Student Loan is available at [www.education.gov.au/vet-student-loans](http://www.education.gov.au/vet-student-loans) or <http://www.studyassist.gov.au>

To apply for a VET Student Loan, the student must complete the Request for a VET Student Loan eCAF by the census day

- The student must enrol with the Atkinson Child Care and indicate their wish to access a VET Student Loan.
- Atkinson Child Care will give the Department, the applicant's enrolment information including the nearest applicable census day, through the eCAF system.
- The applicant will receive an email from the Department allowing sign into the eCAF system. Once signed in, the applicant will need to verify the pre-populated information and complete the mandatory fields. **Please be advised that once Atkinson Child Care has enrolled the student in eCAF there will be a 48 hour cooling off period prior to the student being able to accept the eCAF application.**
- Once the eCAF is submitted, the system will generate a copy of the completed eCAF form which will be sent through email to the applicant.
- The applicant will give this form to Atkinson Child Care

In exceptional circumstances, the student may be permitted to complete a paper loan request form which may be provided by Atkinson Child Care.

**If the student does not complete the eCAF or permitted form by the required census date, the applicant must wait until the next census date to request a VET Student Loan**

**Retrospective access to VET Student Loans is not allowed under any circumstances.**

**Over the duration of the course it is the students responsibility to complete eCAF progressions as required quarterly. If the student fails to acknowledge these progressions the student will liable for any fees accrued.**

## What happens if I withdraw from the course of unit of study?

A student may withdraw from the approved course of study or from a unit of study using the Atkinson Child Care Withdrawal Process and Procedure – VET Student Loans which is available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>

If the student withdraws before the census day of a course or unit of study, the student will not incur a VET Student Loan debt for the course or unit of study. Any tuition fees paid in advance for the course or unit of study will be refunded to the student.



If the student withdraws after the census day for the course or unit of study, the student will incur the HELP debt for the course or unit of study.

A student may apply for a re-credit of the FEE-HELP balance under special circumstances. Refer to Atkinson Child Care College Student Re-crediting FEE-HELP Balances Procedure – VET Student Loans which is available at: <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>

## Other Important Matters?

- For any grievances of academic or non-academic nature, please refer to the Atkinson Child Care VSL Student Grievance Policy and Procedure available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>
- The Atkinson Child Care Privacy Policy and Code of Conduct are available at <https://www.atkinsonchildcarecollege.com.au/wp-content/uploads/2015/11/PCI-012v13-ACC-Participant-Handbook.pdf>
- The student must notify Atkinson Child Care of any change contact details

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**APPENDIX 2 – PP-091 VET Student Loan – Enrolment Checklist**

*This checklist is to be used by all staff during the enrolment process for all prospective students wishing to enrol in an approved course with ACC and who wishes to access a VET Student Loan and saved in the corresponding student files as proof of completion*

## VET Student Loan - Enrolment Checklist

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Accountability: Administration Staff, Business Manager & Training Manager

Communication: All

Student Name:

Course:

Participant Number:

Assigned Trainer:

<b>Step 1 – Initial Enquiry – Administration Staff and Business Manager</b>			
Task	Completed	Date	Initials
Student Enquiry received regarding Diploma qualification; Business Manager notified			
RTO file set up on Dropbox>Participant Files>Enquiries			
Course Enquiry email sent to prospective student; template located RTO>Participant Course Information>Email Templates. Ensure email has the correct attachments: <ul style="list-style-type: none"> <li>CHC50113/CHC50213 Course Information Booklet</li> <li>2020 ACC Participant Handbook</li> <li>ACC VET Student Loans – Pre-Enrolment Information Booklet</li> <li>VET Student Loans Information Booklet</li> </ul>			
<b>Step 2 – Application for Enrolment – Administration Staff and Business Manager</b>			
Follow up (meeting phone/face to face) arranged with potential student and Business Manager to discuss previous documents in email and any further questions client may have			
Request any previous qualification the client may have completed			
Check to see if student is eligible and enrolling in STS funding as well			
Business Manager to confirmed fee \$ _____			

Prospective Student to complete online application for enrolment			
Admin to set up paper file and store in lockable filing cabinet			
<b>Step 3 – Student Eligibility Check</b> – Administration Staff, as per Section 11 of the Act please check the student meets the citizenship and residency requirements for VET Student Loans			
Email sent requesting student information for VET Student Loans (RTO-Admin-Email Templates-VET Student Loans-Diploma)			
<b>Citizenship and Residency Requirements</b> - Student Provided copies of:			
Photo ID (Drivers Licence)			
Birth Certificate			
Marriage Certificate if required to confirm Change of Name (If name differs from Birth Certificate)			
Tax File Number			
<b>Student Eligibility</b> - Student Provided copies of:			
USI received			
Copies of any previously completed AQF qualifications received and verified <ul style="list-style-type: none"> <li>Verification Consent email sent to student if required.</li> <li>Consent and ID returned.</li> <li>Qualification verified as true and correct</li> </ul>			
Working with Children’s Check received and verified – U18 exempt			
Australian Senior Secondary Certificate of Education (Year 12 Certificate) and results received			
<i>NOTE if the applicant does NOT hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate) or Certificate of completion of an AQF Certificate IV or higher qualification. They MUST demonstrate successful completion of a Language, Literacy and Numeracy (LLN) test (achieving Exit Level 3 of the Australian Core Skills Framework in both Reading and Numeracy) via an Australian Government approved assessment tool – Atkinson Child Care uses the Basic Key Skills Builder (BKSB)</i>			
<b>Step 4 – Core Skills (if required)</b> – Administration Staff			
Enrol student in core skills			
Email student informing them of how to complete core skill requirements. (RTO-Admin-Email Templates-VET Student Loans-Core Skills Profile Assessment)			
Verify student are working at an <b>Exit Level 3 for both Reading and Numeracy</b> and save evidence in student file if they do not reach Exit Level 3 discuss with Training Manager			



<b>Step 5 – Acceptance of Enrolment Contract and eCAF – Administration Staff</b>			
Send completed contract to Student, templates found in RTO>Enrolments>Acceptance of Enrolment Contract			
Contract signed and return to ACC, <b>please note if the student is U18 a Request for a VET Student Loan – Parental consent</b> must also be completed, and the Acceptance of Enrolment Contract must also be signed by the parent			
Enrol student in eCAF as per procedure found in RTO>Policy and Procedure Manual>Admin Procedures			
Student returns eCAF			
<b>Step 6 – Enrolment Finalisation – Administration Staff</b>			
Enrol student in aXcelerate, Cloud Assess and set census dates and workflows for all CAN Notice and VET Student Loan Fee Notices			
Email VET Student Loan Statement of Covered Fees ensure this happens <b>after enrolment in the course and before the first census date</b> and saved to file. Save evidence in student participant file			
Email student “Welcome Email” advising them of their trainer and how to commence course in Cloud Assess. (RTO-Admin-Email Templates-VET Student Loans-Welcome to Your Course). Please ensure Welcome Booklet is attached to email			
Email CAN notice to student through aXcelerate within the Fee period starting on the census date for that part of the course and ending 28 days after the census date and save evidence to Student Participant File. Procedure on how to do this is at RTO>Policy and Procedure Manual>Admin Procedures			
Email VET Student Loan Fee Notice to student through aXcelerate as required for each Fee period and save evidence to Student Participant File. Workflow set up in aXcelerate to prompt admin. Procedure on how to do this is at RTO>Policy and Procedure Manual>Admin Procedures			
Email First Invoice using template RTO>Administration>Email Templates>VSL Emails			
Email Student Enrolment Survey through aXcelerate			

Checklist Audited by:

Signed:

Date completed: